

SAN MARINO UNIFIED SCHOOL DISTRICT  
APPLICATION FOR APPROVAL TO CONDUCT  
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP  
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education \_\_\_\_\_ Date: 12/6/2017

The undersigned for San Marino High School School hereby applies for approval to conduct a field trip to Yosemite National Park. Date: 2/10/18-2/15/18

<p>1. Inclusive dates of trip: <u>2/10/18 - 2/15/18</u></p> <p><b>NOT DURING TESTING</b></p> <p><input checked="" type="checkbox"/> Itinerary attached _____ Principal's Initials</p>	<p>2. Purpose of trip:</p> <p><input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>Interested Senior Students</u> (e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: _____</p> <p style="text-align: center;">Boys: 43      Girls: 40</p>
<p>4a. Cost of trip financed by: <u>Student Fee</u></p> <p>4b. Name of travel agency contracted for trip: (professional travel organization is required) <u>None</u></p> <p>4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$950-\$1050</u></p> <p>( ) Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any: <u>None</u></p> <p>Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip: <u>Eric Bergmann</u></p> <p>Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</p>	<p>5b. Names of staff members who will provide supervision of students: <u>Eric Bergmann, Doug Berry, Michael Condie, Kailyn Enriquez, Robert Chacon, Angus Leung, Zach Quiggle, TBA, TBA</u></p>
<p>5c. Attach names of authorized chaperones on <b>FORM #1</b> (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached <b>FORM #1</b>) <u>9 to 1</u></p>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

Endorsed with Approval:

Endorsed with Approval

\_\_\_\_\_  
(Field Trip Coordinator's Signature)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Assistant Superintendent of Instructional Services Signature)

12/6/17  
(Date)

12/6/17  
(Date)

12/6/17  
(Date)

BOARD APPROVAL DATE: \_\_\_\_\_

**San Marino Unified School District**  
**MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP**

**Form #1**

**SCHOOL:** San Marino High School      **SPONSORING GROUP:** San Marino High School

**ACTIVITY:** Annual Yosemite Trip      **DATE(S):** 2/10/18-2/15/18

**DESTINATION:** Yosemite National Park

Please attach flyer or printed information pertaining to Study Trip.

**Number of Students:** 83      Attach list of student names and gender

**Submit 3 days before trip to appropriate Site Administrator**

**Number of Chaperones:** 9      List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones			Training Completed
	M	F	
Eric Bergmann/Doug Berry	x		x
Robert Chacon	x		X
Michael Condie	X		X
Zachary Quiggle	X		X
TBA		X	X
TBA	X		x

Classified District Chaperones			Training Completed
	M	F	
Kailyn Enriquez		x	X
Angus Leung	X		X

Non-District Chaperones			Training Completed
	M	F	

**TRANSPORTATION**

**Commercial Carriers:** Yes or No: Yes, Charter Bus

(Examples: bus, plane, ferry, taxi, shuttle)      (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

**Private Vehicles:** *DMV Report & Insurance Verification. Attach copy of completed forms*

*and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes    No   

**FUNDING**

Individual Students: Yes X No   

Donations: Yes    No X

Fundraisers: Yes    or No X Name of Fundraiser  

Others: Surplus from previous years

Chaperones expenses to be paid by: ☒ Funding indicated above      ☐ Individual Chaperones

**CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:**

District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.

In State X      Out of State         Out of Country   

Others:  

**When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.**

Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.  
Submit to Assistant Superintendent of Instructional Services



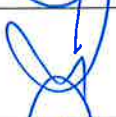







**San Marino Unified School District  
FIELD TRIP COORDINATOR'S CHECKLIST  
FOR MULTI-DAY OUT OF STATE FIELD TRIPS**


School: SMHS




Dates of Trip: 2/10-2/15/17



Trip Destination: Yosemite National Park

To be completed by field trip coordinator in charge of the field trip

Date Completed	Initials	<b>THREE MONTHS PRIOR TO TRIP</b>  <b>Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</b>
8/31/17		1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). <b>Send form Application for Approval to Conduct Multi-Day and/or Out-of State</b> to the site administrator in charge of field trips.
8/31/17		2. Review procedure for fundraising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, c) a written statement that no student will be excluded from a required trip due to lack of funds, and d) that funds will be returned to the school if not used for the trip.
N/A		3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliant Form for Sellers of Educational Travel" and forward to the site administrator in charge of field trips.
12/1/17		4. Obtain and submit copy of itinerary. This itinerary shall include a) dates ( <b>not during testing</b> ), b) locations (city, state, country) and c) accommodations. <b>Attach itinerary</b>
		5. Arrange for chaperones, if appropriate. Provide chaperones with guidelines to complete Volunteer Application and on-line training module no later than, date _____. Ensure chaperones have completed chaperone training and agree to comply with all states and District laws, rules, and regulations. Provide list to Principal and secure his/her approval.
N/A		6. If academic competition is involved, submit to Principal for approval: a) Written criteria and guidelines used to select participants in academic competitions, and b) copies of written communications used to inform parents and students of the academic competition and of the governing guidelines.
8/31/17		7. Send home request for parental approval of student participation. If parent does not sign student cannot go.
8/31/17		8. Verify insurance coverage to provide personal medical insurance for participating students where required.
N/A		9. Secure trip cancellation insurance from travel agency where required.
8/31/17		10. Notify parents of other insurance coverage available as an option.

8/31/17		11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
12/1/17		12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating.

Date Completed	Initials	THREE WEEKS PRIOR TO FIELD TRIP  Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
1/12/17		13. Field trip coordinator develops orientation plan for students, parents, and chaperones.
1/12/17		14. Arrange for participating students to be excused from other classes.
1/12/17		15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

Date Completed	Initials	ONE WEEK PRIOR TO FIELD TRIP  Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
2/2/17		16. Report to principal's designee the names of all persons ( <b>adults and students</b> ) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
2/2/17		17. File this form with other required papers in school office. (Records must be kept for three years.)

## Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: Yosemite Trip, 2/10/18-2/15/18


Name: Eric Bergmann

Position: Assistant Principal

Location: San Marino High School

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity

Signature:  Date: 12/6/17

# YOSEMITE

2 0 1 8

The San Marino High School annual Yosemite trip is an opportunity to expose our students to the wonders and beauty of one of nation's greatest national parks. Many of our students have traveled extensively, however, few of them have them have done so in locations that do not involve urban centers, airports, multitudes of people, or other modern conveniences. It is the sole purpose of this field trip to provide a group of San Marino's students a once in a lifetime opportunity to go off the grid and into a location that forces them to interact with nature and stand in awe of pure natural wonder. While on the trip, students will be asked to hike, learn about, observe, reflect on and discuss what Yosemite has to offer. All the while, they will be building powerful relationships with their fellow students and chaperones.

# YOSEMITE

2 0 1 8

## Trip Itinerary

### Saturday, February 10

7:00 am – Students arrive  
8:00 am – Buses leave  
1:00 pm – 5:00 pm – Orientation, instruction, meetings, recreation  
5:00 – 6:00 pm – Dinner  
6:00 – 10:00 pm – Evening Program

### Sunday, February 11 – Wednesday, February 14

6:30–7:15 a.m. Wake up. Participants rise each morning and walk out of their cabins into one of the most stunning natural environments on the continent. They will use this time to shower, dress, and prepare for their day.

7:15–8 a.m. Breakfast.

8:30 or 9 a.m. Morning meeting. Group coordinators can opt to begin their day of hiking and learning at either 8:30 or 9 a.m. At this time, participants meet their NatureBridge field educator in the cabin area, prepared for the instructional day. On your first full day, adult chaperones will meet field educators 15 minutes early to discuss goals and expectations for the week.

8:30/9 a.m.–4 p.m. Instruction. During the instructional day, your school splits into trail groups that average 12–15 students per group plus up to two adults from your group. The NatureBridge field educator assigned to your trail group will work with the same group every day. Our field educators provide the activities and curriculum, and chaperones assist group management and with the behavioral needs of individual students. Lunch is typically eaten out on the trail. Each day's learning adventures are customized to meet the academic and social goals your group has set. Your field educator will return your group to between 3:30 and 4:30 p.m.

4–6 p.m. Recreation time. Participants can use this time to shower and change, work on journals, etc. A school may also use this time for structured learning activities. Your group's chaperones supervise during recreation time.

5–6 p.m. Dinner.

7–8 p.m. or 8–9 p.m. Evening program. Evening programs presented by NatureBridge or park service staff complement the material being taught during your field day. These large-group programs are designed to be engaging, educational, and inspiring. Participants might engage in a town-hall style debate about the Hetch Hetchy Dam, learn about the history of art in Yosemite, take a night hike, or have a campfire-style closing.

9–10 p.m. Off to bed This is the time for participants to use bathrooms, change clothes, brush their teeth, etc. Chaperones supervise students during this time. The NatureBridge field safety officer is available to assist chaperones with any issues that arise. Lights-out is at 10 p.m.

### Thursday, February 15

3:00 p.m. – Buses depart Yosemite

10:00 p.m. – Buses arrive at San Marino High School